

JOB TITLE: WATER DEPARTMENT DIRECT RESPONSIBLE CHARGE
DEPARTMENT: Water Department
REPORTS TO: Town Manager

Summary Statement

Responsible for the operations of any facet of the water department, including liaison with the town engineer, Department of the Public Health And Department of Natural Resource and Environmental Control.

JOB DESCRIPTION

Source of Authority

Commissioners of Bridgeville and Town Manager

Machines, Equipment, Tools, etc.

Operations of all Town motor vehicles, backhoe, skid loader, tractors, mowers, air compressors, hand tools, power tools, ph meters, chlorine meters, flow meters, miscellaneous lab equipment, computer, and other related equipment.

Job Duties

1. Install and maintain water lines, water meters, water valves and fire hydrants.
2. Monthly water meter readings for billing purposes.
3. Ensure all equipment is properly maintained, cleaned and ready for immediate use, while maintaining accurate records on all preventative maintenance and repairs
4. Maintain an effective relationship with Town Commissioners and staff, state officials and federal officials.
5. Assists with the operation, non-major repair and maintenance of all municipal buildings, grounds, and equipment;
6. Maintain shop drawings, daily work reports, permits and as-builts drawings for equipment and facilities.
7. Prepare and submit require reports to State and Federal agencies.
8. Prepare a monthly department report for the Commissioners.
9. Assist with the cleaning of storm drains, water mains.
10. Prepare and adhere to the department's annual budget

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11. Create and follow procedures to assure efficient water department operations
12. Follow all safety rules and regulations;
13. Must be able to lift fifty (50) pounds;
14. Assist all Town personnel in emergency situations;
15. Assist with keeping all shop and storage areas clean and neat;
16. Assist with lawn care and building/grounds maintenance, when required;
17. Perform such other duties that may be assigned by the Town Manager.
18. Assist with snow removal and plowing, when required.

JOB REQUIREMENTS

Knowledge, Skills and Abilities

A working knowledge of a water utility and state and federal regulations thereof. Ability to follow instructions and to carry out assignments to completion. Ability to multi-task. Ability to understand and carry out oral and written instructions. Be able to work independently. Have safety skills necessary to work in a safe manner. Ability to maintain effective relations with other Town employees. Ability to be responsive and deal politely with the public.

Education

High School diploma or equivalent. Public Works experience preferred. Must be able to maintain a valid Delaware Operators License with the required endorsements recognized by the State of Delaware

Special Requirements

1. Active State of Delaware Water Operator License with Chemical Feed and Distribution Endorsements.
2. The appropriate driver's license that would allow one to obtain a CDL to operate heavy equipment. Must be available to assist Town personnel in emergency situations. Must be available to perform weekend monitoring, etc.